

# Sri Ramakrishna Sarada Ashrama Teacher's Training College

Rabindra path, Hazaribag -825301

## Meeting Notice

No. - IQAC/01/2016

Date: 03.10.2016

Dear Sir/Madam

**Sub: Convening the meeting on 4<sup>th</sup> October 2016 at 2:00 pm**

All faculty members are hereby informed to attend the meeting on 4<sup>th</sup> October 2016 at 2:00 pm in the Rector Room (Ground floor).

### Agenda:

1. Formation of Internal Quality Assurance Cell in academic year 2016-18.
2. Discussion on role of Internal Quality Assurance Cell in Academic year 2016-18.
3. To plan for adoption of various innovations in Teaching and Learning process with the faculty.
4. To promote research and development culture among faculty & students
5. Any other contents permitted by the Chair.

**Venue:** Rector Room, Ground floor

**Time:** 2:00 pm

*Swami Tapananda*  
Swami Tapananda 03/10/2016.

President  
President  
Sri Ramakrishna Sarada Ashrama  
Teacher's Training College  
Rabindra Path, Hazaribag (Jharkhand)

# Sri Ramakrishna Sarada Ashrama Teacher's Training College

Rabindra path, Hazaribag -825301

## Minute of First Meeting of IQAC

No.-IQAC/01/2016

Date- 05<sup>th</sup> October 2016

- Meeting Agenda:**
1. Formation of Quality Assurance Cell in academic year 2016-18.
  2. Discussion on role of Quality Assurance Cell in Academic year 2016-18.
  3. To plan for adoption of various innovations in Teaching and Learning process with the faculty & students.
  4. To promote research and development culture among faculty & students.
  5. Any other contents permitted by the Chair.

**Meeting Schedule:** 05/10/2016, 2:00 pm – 3:30 pm

**Venue-** Rector Room, Ground Floor

Today on 5<sup>th</sup> October 2016 a meeting was held under the chairmanship of Swami Tapananda President, Sri Ramakrishna Sarada Ashrama and SRSATTC at meeting chamber.

### Action Points recommended and action taken

Internal Quality Assurance Cell was formed to take up following activities:

- a) Acting as a think tank of the college.
- b) Acting as nodal agency for coordinating quality activities including adoption of good practices for smooth functioning & monitoring of the IQAC.
- c) It has been discussed that Ms. Apolina Baxla and Mr. Parikshit Layek would prepare Academic Calendar and Time Table for the academic session 2017-18, and to prepare yearly plans and programmes as per guidelines to channelize the academic & co-curricular activities.
- d) The Coordinator has handed over the charge of Examination In-Charge and Admission In- Charge to Mr. Parikshit Layek.
- e) Keeping close track on the college activities (regular evaluation and monitoring).
- f) Development and application of quality parameters for the various academic and administrative activities of the college.
- g) To make arrangements and prepare framework of feedback responses from students & parent on quality related process.
- h) Conducting of various programmes and activities of the college leading to quality enhancement.

*Swami Tapananda*

Sl. No.	Name of the member	Designation	Position in IQAC
01	Swami Tapanand	President	Chairperson
02	Dr. Dipankar Maiti	Member of Management	Member from Management
03	Dr. Amar Kr. Chaudhary	Member of Management	Member from Management
04	Mr. S. K. Saw	Member of Management	Member from Managements
05	Mr. Samapti Paul	Assistant Professor	Member Secretary (Co-ordinator)
06	Ms. Apolina Baxla	Assistant Professor	Member
07	Mr. Amit Kumar	Assistant Professor	Member
08	Mr. Parikshit Layek	Assistant Professor	Member
09	Mr. Sunil Kumar Dubey	Assistant Professor	Member
10	Mr. Kunal Kumar Yadav	Alumni	Student Representative

The following members attended the meeting:

1.	Swami Tapananda	President	Swami Tapananda
2.	Mr. Samapti Paul	Member Secretary (Co-ordinator)	Samapti Paul
3.	Ms. Apolina Baxla	Member	Apolina
4.	Mr. Sunil Kumar Dubey	Member	Sunil
5.	Mr. Amit Kumar	Member	Amit Kumar
6.	Mrs. Ranju Kumari	Member	Ranju Kumari
7.	Mr. Parikshit Layek	Member	Parikshit
8.	Mr. Kuldeep Singh	Member	Kuldeep
9.	Ms. Tanima Priya	Member	Tanima Priya
10.	Mr. Kunal Kumar Yadav	Student Representative	Kunal

The meeting ended with prayer to our Lord Sri Ramakrishna Dev to give us courage and strength to carry out the responsibility given to us. Vote of thanks was offered by Mr. Samapti Paul.

Samapti Paul  
04/10/16  
Co-ordinator  
IQAC

Swami Tapananda  
04/10/2016.  
Swami Tapananda  
President  
President  
Sri Ramakrishna Sarada Ashrama  
Teacher's Training College  
Rabindra Path, Hazaribag (Jharkhand)